



Washington State Department of

Early Learning

ECEAP Reminders and Links

August 1, 2010

E-mail: eceap@del.wa.gov

Web: www.del.wa.gov/eceap

Due Dates

- [Billing for July services](#) New A-19 voucher form August 15
- [Site Approval](#) form for new classrooms.....Two weeks before classes begin
- [Staff Qualifications](#) form for new hires Upon hire
- Insurance certificate..... Upon renewal
- [Staff Contacts](#) form September 15
- Subcontractor and Program Information (PIF) updated in the
ECEAP Management System (EMS) September 15
- Enter all Child Enrollment Forms (CEFs) in EMS.....October 15
- Request to use ECEAP funds for federal match (optional)October 15
- Fully enroll all classesBy 30 days after classes start

ECEAP Announcements

DEL ECEAP Directors Meeting – SAVE THE DATE

- Thursday, October 28, 9 a.m. to 3 p.m. in Wenatchee.

Topics include a state budget update, the ECEAP outcomes report for 2009-10, outcomes data collection for 2010-11 and updates on legislative work groups affecting ECEAP. This DEL ECEAP Directors Meeting is intentionally scheduled near the Washington State Association of Head Start and ECEAP (WSA) meeting in Chelan on October 27 to 29. WSA will offer topics for directors on Wednesday and Friday, so that ECEAP Directors can attend both meetings if they choose. It is a 45-minute drive between these locations.

Billing for July Services

DEL recently e-mailed a new A-19 Invoice Voucher for the 2010-2011 school year. *Please note* that this Excel spreadsheet has a FY2010 tab that you used last year and a second tab, named FY2011, for this new school year. Be sure to select the *second FY2011* tab when billing for services. If you have questions about this, please contact Jonathan Green at jonathan.green@del.wa.gov or (360) 725-4401.

EMS is Ready for 2010-11 Soon!

During the first week of August, the ECEAP Management System (EMS) will be available for data entry for the new school year. You must review and update your Program Information Forms (PIFs), since not all data will be the same as last year. You can also begin entering Child Enrollment Form (CEF) data. The questions and data entry fields are in the same order as the paper CEF.

To move a child record for a child who is returning from last school year, select 2010 from the Program Year tab in EMS, find the child's record and click on the icon that looks like a hand writing on a piece of paper. The child's 2009-10 record is now transferred to the current school year. Select 2011 from the Program Year tab to find and update the record. If you have questions regarding EMS, please contact Heike Syben at heike.syben@del.wa.gov or (360) 725-2839.

Site Approval Form

Use this form to obtain prior approval before opening a new classroom or relocating an existing classroom. Please send the form to DEL several weeks before classes open. The form is at www.del.wa.gov/publications/eceap/docs/Site_Approval_Form.doc.

Staff Contacts Form

It's time to submit your updated *Contractor Staff Contacts Form* so DEL has your correct contact information for the next school year. DEL will delete any names from our distribution lists that you do not include on this form.

www.del.wa.gov/publications/eceap/docs/ContractorStaffContacts%20Form.doc

DEL Staff Temporarily Laid Off – August 6

DEL will be closed on Friday, August 6, 2010. All DEL ECEAP staff will be out of the office on unpaid leave, due to cuts in the 2010-2011 state budget. Additional temporary layoff days will be in upcoming *Reminders and Links*.

ECEAP Purchase Request Form

Purchase of equipment with a unit cost of \$5,000 or greater, including ancillary costs, requires pre-approval from DEL. Use the form at:

www.del.wa.gov/publications/eceap/docs/PurchaseRequestForm.doc

Staff Qualifications for New Hires

As you hire new ECEAP lead teachers, assistant teachers or family support specialists, send a staff qualifications form to eceap@del.wa.gov. This is a new requirement in the 2010-11 ECEAP Contract. The forms are at www.del.wa.gov/publications/eceap under Staff Qualifications.

Also, as you hire, please note that DEL will accept the new IGRA tuberculosis blood test results for ECEAP staff, as well as the options mentioned in the ECEAP Performance Standards, C-2.

Changes to DEL ECEAP Staff

At the end of June, we said farewell to ECEAP Specialist Denise Bowden. She is off to Australia to pursue her graduate studies. DEL is currently hiring for this position and posted the announcement at www.del.wa.gov/publications/jobs/Lacey_ECEAP.pdf.

We have assigned ECEAP Specialists to work with each of you for the next school year. Some of you who will be assigned to our newly hired specialist in September have a temporary specialist during the summer months. See the current list at www.del.wa.gov/publications/eceap/docs/DEL_ECEAP_Staff_Contacts.pdf

Public Hearing on Proposed Changes to ECEAP WAC

There will be a public hearing on proposed changes to the eligibility section of the ECEAP Washington Administrative Code (WAC) on Tuesday, August 10, 2010 at 2 p.m. You can participate in person at the DEL State Office in Lacey or by conference call at (866) 441-7284, PIN number 162705# or you can submit written comments. The proposed changes to the WAC mirror the 2010 ECEAP Performance Standards, B-12 and B13. For more information, see www.del.wa.gov/laws/development/eceap.aspx.

Changes to Working Connections Child Care subsidies rules

DEL has adopted changes to the rules for the Working Connections Child Care (WCCC) subsidy program to implement a new state law, House Bill 3141. The amended rule extends WCCC eligibility to 12 months for families who have a child enrolled in Head Start, Early Head Start or ECEAP and takes effect on August 15, 2010. You can review the final rule as well as "*Fast facts about the final rules*" at www.del.wa.gov/laws/development/wccc.aspx.

Send ECEAP Pictures!

Do you have photos to share, appropriate for this newsletter or other DEL publications? If so, send these to eceap@del.wa.gov along with signed release forms available at www.del.wa.gov/publications/eceap/docs/PhotoReleaseForm.doc or www.del.wa.gov/publications/eceap/docs/PhotoStoryReleaseForm.doc.

Using e-DECA for non-ECEAP Children

You may use the e-DECA database and license purchased by DEL for non-ECEAP preschool children in your programs by purchasing additional “per child uses.” To do this, be sure to follow these steps:

- Contact Kaplan Early Learning Company at (800) 334-2014 to order additional preschool “per child uses” or DECA Infant and Toddler assessments.
- Contact Susan Damico at sdamico@devereux.org to let her know you have ordered additional DECA assessments. She will make sure these are included in the same database, under your license.
- When you add non-ECEAP children to the database, you must enter “NE” (non-ECEAP) in the “external ID” field. This field is located on the Child Page right by the Last Name and First Name fields. This is essential because it allows DEL to extricate your ECEAP measures for our outcomes reports. If you do not do this, DEL will request that you compile your ECEAP results.

New on the DEL website!

DEL has posted new ECEAP items on the DEL website for the coming 2010-11 school year, at www.del.wa.gov/publications/eceap:

- [2010 ECEAP Performance Standards](#)
- [Food Program Eligibility Waiver](#)
- [Monthly Report Form](#) (a paper version of this EMS section)
- [Program Information Form](#) (a paper version of this EMS section)
- [Release of e-DECA Data to DEL - 2010-11 form](#)
- [2010-11 ECEAP Program Review Calendar](#)

Mistakes are the portals of discovery. -James Joyce

Training Opportunities

Starting Strong Institute

- August 5 and 6, Yakima Convention Center www.esd105.org/educational-services/early-learning
- August 9 and 10, Marriott Hotel SeaTac www.psesd.org/startingstrong

The agenda, used at both sites, focuses on four components necessary for preschool through third grade alignment: leadership, instructional practice, community collaboration and family partnerships.

2010 OSPI/WASA Special Education Workshop

- August 10 and 11, SeaTac

There will also be a pre-workshop for new program directors on August 9 and an Early Childhood Day for directors of early learning programs on Thursday, August 12.

Learn more at: [www.wasa-](http://www.wasa-oly.org/Content/NavigationMenu/PROFESSIONALDEVELOPMENT/EventCalendar1/OSPIWASASpecialEducationWorkshop/default.htm)

oly.org/Content/NavigationMenu/PROFESSIONALDEVELOPMENT/EventCalendar1/OSPIWASASpecialEducationWorkshop/default.htm.

Supporting "The Literacy Loop" in Every Classroom – Webinar

- Wednesday, August 11, 11 a.m. to noon

Providing integrated literacy experiences in the early childhood classroom is a vital partner to direct instruction. Learn guiding principles that enhance teaching at home and in school, while supporting three key concepts: oral language development, positive experiences with print, AND play with sounds and patterns in the language. Register at www1.gotomeeting.com/register/176088513

DECA for Preschoolers Training

DEL is offering the two-day DECA Implementation training in three locations, for staff who use the Devereux Early Childhood Assessment (DECA). DEL is covering training and travel costs for current ECEAP staff. Registration forms are due one week before each training. For each location, participants must attend both days.

- August 25 and 26, Lynnwood
- October 7 and 8, Moses Lake
- October 18 and 19, Olympia

Learn more and download the registration form at

www.del.wa.gov/publications/eceap/docs/Fall2010_DECARegistration.doc.

e-DECA 2.0 Webinar for ECEAP Teachers

This webinar is for ECEAP staff who assess children with the DECA. It will be repeated on four dates:

- For Monday, August 30, 1 to 2 p.m., register at www1.gotomeeting.com/register/262150640
- For Friday, September 17, 10 to 11 a.m., register at: www1.gotomeeting.com/register/547058753

- For Friday, October 15, 1 to 2 p.m., register at:
www1.gotomeeting.com/register/215108825
- For Monday, October 25, 10 to 11 a.m., register at:
www1.gotomeeting.com/register/844442097

The e-DECA 2.0 webinar provides an orientation to the new web-based e-DECA 2.0, which will be used by all of ECEAP in the 2010-11 school year, and will include:

- How to add children to “groups” (classes) in e-DECA 2.0.
- How to add parents, if they also complete the DECA assessment.
- How to enter your assessment ratings, and view ratings and reports.

You will be able to listen to the webinar from your computer’s speakers or, if you choose, call in on a long distance line. Teachers, please note that your agency’s e-DECA administrator will assign you a log-on ID and password, so that you will be able to access e-DECA 2.0 and practice using it.

2010 Early Learning Community Fair

From August 14 to October 1, the Foundation for Early Learning and partners will host events to increase public awareness of early learning and to connect parents and caregivers with early learning resources and publications. Find events near you at www.earlylearningcommunity.org/page/2010-early-learning-community?xg_source=activity.

Health Coordination Meetings

- September 17, Puget Sound ESD in Renton and remote access.

Two related groups meet the same day and location. The Coalition for Safety and Health in Early Learning (CSHEL) is a statewide coalition of early learning staff focused on health and safety. The Head Start/ECEAP Health and Nutrition Consortium discusses issues particular to our programs. For more information, see www.cshelwa.org/TempHome.htm or contact heidi.collins@cdhd.wa.gov.

WAEYC “Looking Through the Kaleidoscope” annual conference

- October 13-16, 2010, Spokane.

For more information go to www.waeyc.org/Conference.htm

Serving Safe Food - Online Course

This online training provides a four-step process to ensure food safety in early childhood settings: clean, separate, cook and chill. There are four online lessons, each requiring about one hour. Register at

www.nfsmi.org/Templates/TemplateDefault.aspx?qs=cEIEPTIzNw==

Resource Links

Child Abuse Prevention and Reporting Download the video *Making a CPS Referral: A Guide for Mandated Reporters*, referenced in the Child Safety section of your ECEAP Contract at www.dshs.wa.gov/video/ca/mandatedReporting.aspx.

Nutrition and Physical Activities Download this action guide on implementing policies and practices that encourage healthy lifestyles in children.
www.sde.ct.gov/sde/cwp/view.asp?a=2678&Q=322594

BPA Are products with bisphenol A (BPA) safe for children?
www.center4research.org/2010/05/are-bisphenol-a-bpa-plastic-products-safe

Bedtime For 4-year-olds, having a regular bedtime is the most consistent predictor of better scores in receptive and expressive language, phonological awareness, literacy, and early math. www.physorg.com/news195105427.html

Outdoor Education See this short video on connecting young children with nearby nature, especially wetlands. www.epa.gov/owow/wetlands/education/wetlandsvideo/

Federal Early Learning Initiative Learn about early learning policy, funding opportunities, programs, events and webinars at the new U.S. Department of Education Early Learning web page. www.ed.gov/early-learning

Play Children in Britain play less than an hour a day. Read about the impacts at www.thesun.co.uk/sol/homepage/woman/parenting/3033365/Why-play-is-so-good-for-kids.html.

Parenting Talaris has a new, non-commercial website for parents to learn about developmental milestones and more at www.ParentingCounts.org.